"Welcome. And congratulations. I am delighted that you could make it. Getting here wasn't easy, I know. In fact, I suspect it was a little tougher than you realize. … Not only have you been lucky enough to be attached since time immemorial to a favored evolutionary line, but you have also been extremely – make that miraculously – fortunate in your personal ancestry.

Consider the fact that for 3.8 billion years, a period of time older than the Earth's mountains and rivers and oceans, every one of your forebears on both sides has been attractive enough to find a mate, healthy enough to reproduce, and sufficiently blessed by fate and circumstances to live long enough to do so. Not one of your pertinent ancestors was squashed, devoured, drowned, starved, stranded, stuck fast, untimely wounded, or otherwise deflected from its life's quest of delivering a tiny charge of genetic material to the right partner at the right moment in order to perpetuate the only possible sequence of hereditary combinations that could result – eventually, astoundingly, and all too briefly – in you."
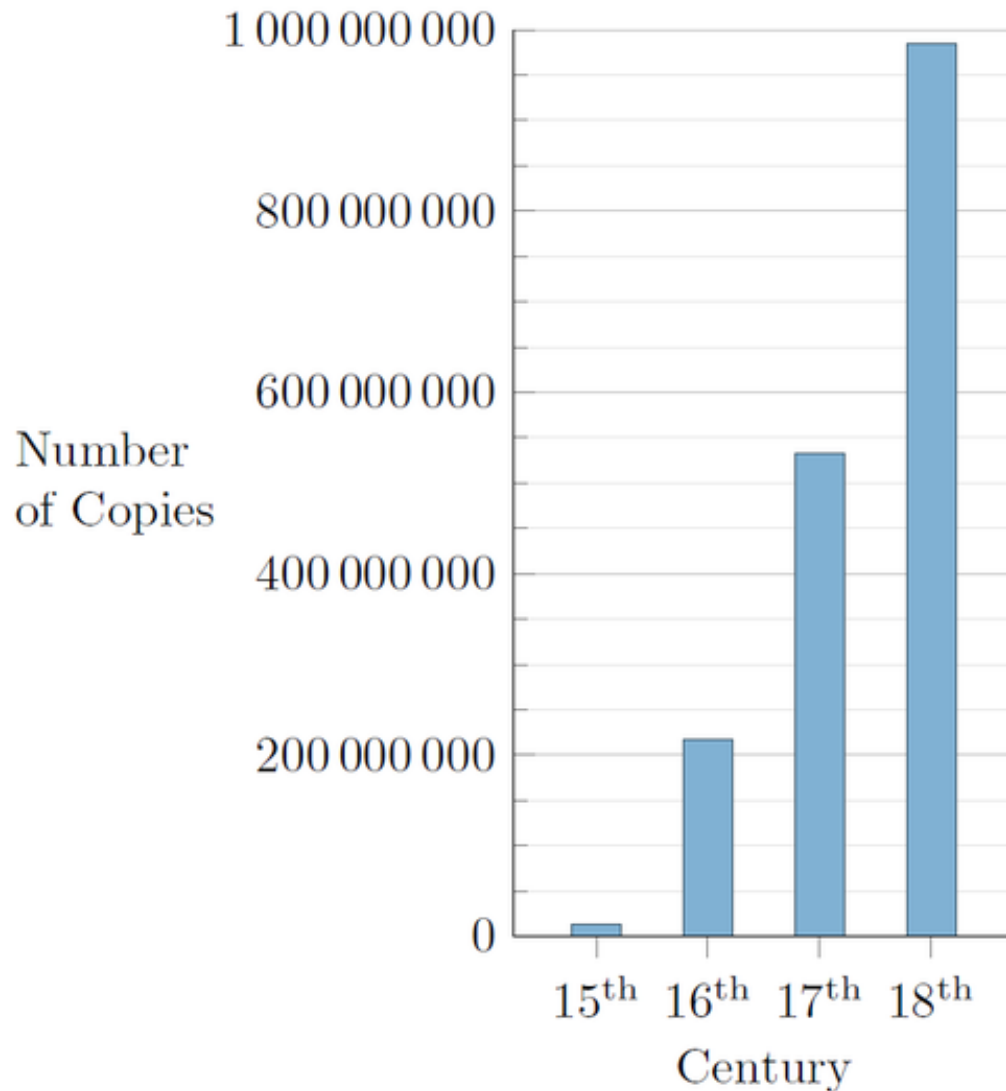
When is the Best Time to Live?

Then:	Now:
Gutenberg Press (1439)	Canon Wireless Printer ($40)
Lewis & Clark (1804)	Driverless Cars
Univac I (1951)	Smartphone

European Output of Printed Books ca. 1450–1800[*]

*without Southeast Europe (Ottoman realm) and Russia

Computer Tips

Part 1

Continuing Education Program
Pendaries RV Park

mike@blackledge.com

Top Tips …

- Free, High-Quality Software – what do you want?

- File Explorer: Search – really fast *and* good!

- Google – inquiries, problems, questions plus Gmail, Docs, Books, … , vehicles?

- YouTube Videos – what process?

- *If all else fails*: Restart; ask a grandkid.

The Cloud

- In the new world of cloud services, my email and all my data are safely and securely stored online, that is, in the cloud. I can get to it by using a web browser from any computer that's connected to the Internet.

- There may be hundreds of thousands of hardware boxes involved along with millions of services available on the Internet. This collection of hardware, software, and data is collectively called "the cloud."

- a single web server installed in a single data center does not qualify as a cloud-based service.

The Best Cloud Storage Services

- **100% Free** Online Storage

    ... with no strings attached!

- First, consider if you want synced storage or archived storage ...

Free Storage - synced

- **Dropbox** – [2 GB free] Using **Dropbox** on your computer is just like using any other folder on your hard drive, except the files you drag into your **Dropbox** folder automatically sync online and to any other computers or mobile devices linked to your account. … The app auto-matically watches your **Dropbox** folder and keeps your files in sync for you.

  Get an Account: **Dropbox.com**
  I use: 1.99 GB: 3,600 files in 321 folders!

More Free Storage - synced

- **OneDrive** – [5.0 GB free] – **OneDrive** is Microsoft's service for hosting files in the "**cloud**", that's available for free to all the owners of a Microsoft account. *[Was 15GB free]*

- **Box** – [10.0 GB free] – the sync is not perfect – but this is a good 3rd option.

- *Pay for Premium*:   Dropbox: $8.25/mo = 100 G OneDrive: $2/mo = 50 GB Box: $10/mo = 100 GB

Free Storage (no sync)

- **Archive.org** (unlimited – open to public)
  a non-profit on-line library of millions of free books, movies, software, music, websites, and more. Converts PDF files to flip books.

- **MEGA.nz** (50 GB – or 15GB? free cloud storage)
  Kim Dotcom in 2013; immediately get your free cloud space; you can share folders with the public.
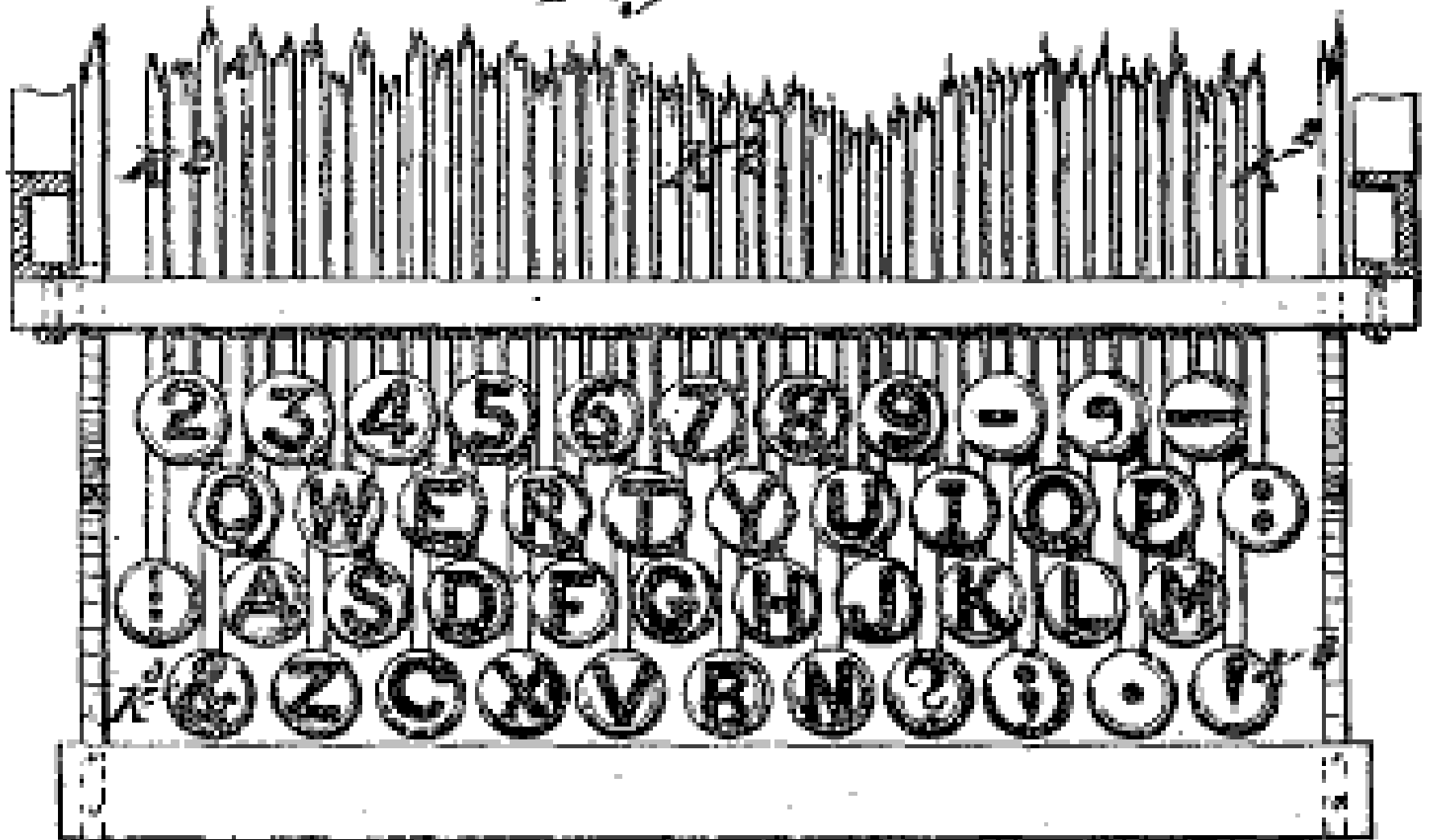 End-to-end data encryption; they can't unlock!

Keyboarding

- Typewriters developed in the 1870s
- Jamming led to the Qwerty keyboard
- Electric typewriters introduced new keys
- Today all keyboard models are different, yet all keyboards are mostly the same
- When computers came into the world, they brought new keys with them:

Ctrl; **Alt**; **Fn**; and in 1994, the Windows Logo key

Sholes patent: 1867; 1873

Fig. 3.

CSA Keyboard

Standard US Keyboard

US Keyboard (top)

| ~ ` | ! 1 | @ 2 | # 3 | $ 4 | % 5 | ^ 6 | & 7 | * 8 | (9 |) 0 | _ - | + = | ← Backspace |

Tab | Q | W | E | R | T | Y | U | I | O | P | { [| }] | \| \

Caps Lock ⇧ | A | S | D | F | G | H | J | K | L | : ; | " ' | Enter ↵

Shift ⇧ | Z | X | C | V | B | N | M | < , | > . | ? / | Shift ⇧

Ctrl | Win Key | Alt | (space) | Alt | Win Key | Menu | Ctrl

International Keyboard (bottom)

\ / − | ! 1 ¡ ¹ | @ 2 ² | # 3 £ ³ ¤ | $ 4 € ¼ | % 5 ⅜ ½ | ? 6 ⅝ ¾ | & 7 ⅞ | * 8 ™ | (9 ± { |) 0 } | _ - ¿ [| + = ´] ¬ | (Backspace) ⌫

(Tab) | Q Ω ω | W Ł ł ~ | E Œ œ € | R ® ¶ | T Ŧ ŧ | Y ¥ | U ↑ ← | I ı | O Ø ø | P Þ þ | ¨ ° ^ ¸ | Ç ˜ ~ | Enter

(Caps Lock) ⇧ 🔒 | A Æ æ | S § ß | D Đ ð | F ª | G Ŋ ŋ | H Ħ ħ | J IJ ij | K ĸ | L Ŀ ŀ | : ; ˚ | " ˝ ˇ | È | À ˘ | (Return) ↵

(level 2) ⇧ | Ù ¦ | Z | X | C © ¢ | V ' " | B ' " | N ♪ ♫ | M º µ | ' × < | " ÷ > | É ˙ | (Shift : level 2) ⇧

(Ctrl) ☸ | ⊞™ | (Alt) | (Nonbreaking space) | (level 3) ⇧ | ⊞™ | ▤ | (gr. 2) ⇨
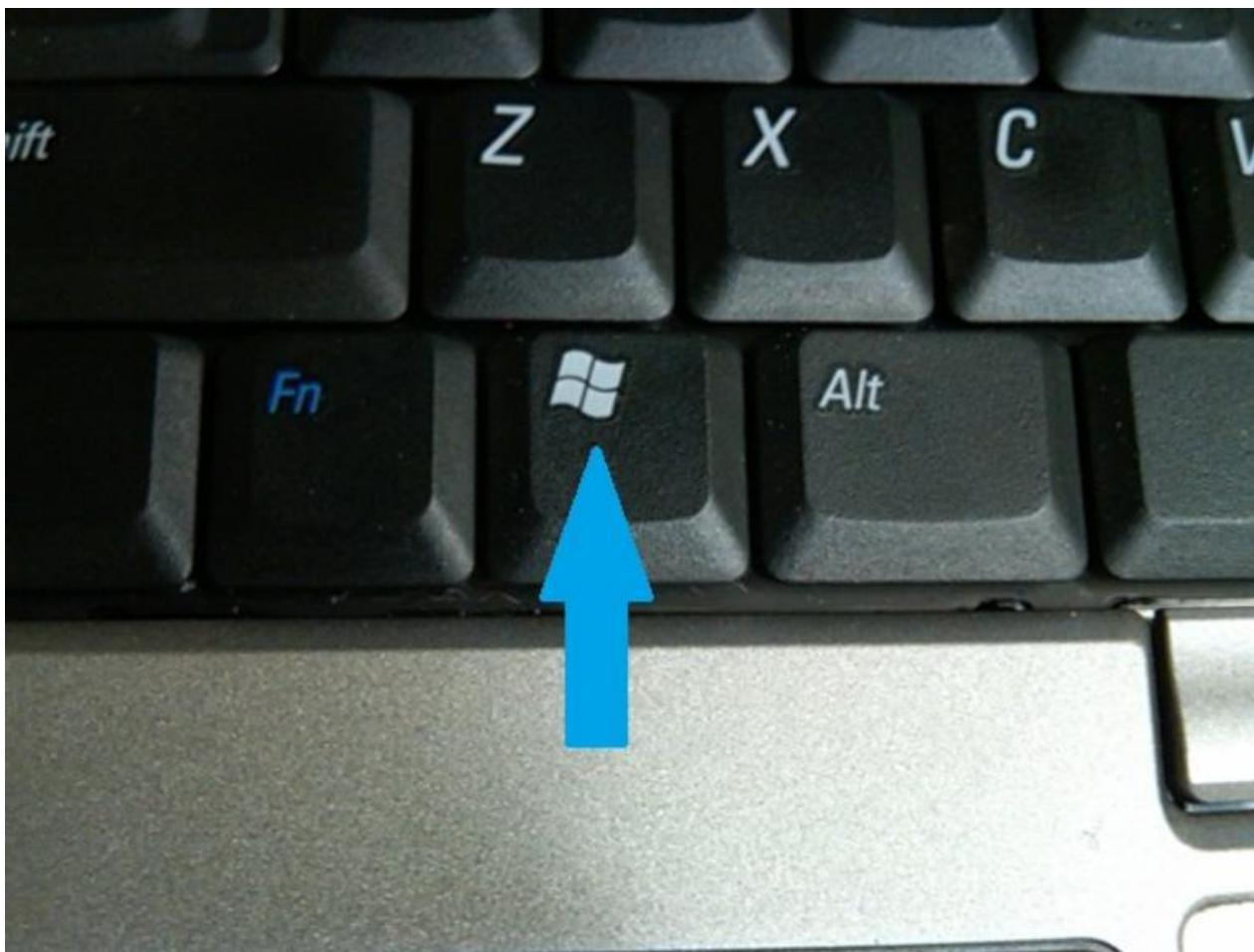
Useful Keyboard Combos

- **Ctrl-C** copy the selected text
- **Ctrl-V** paste that copied text
- **Ctrl-S** save that document/file

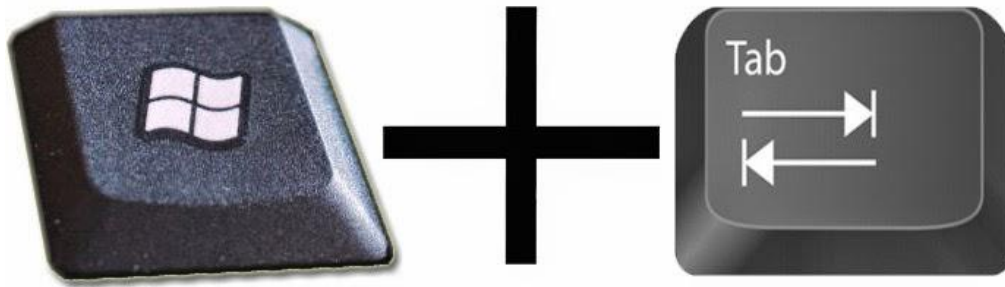**Useful Combos in Microsoft Word/Office**:
- **Ctrl-B** **bold** text
- **Ctrl-U** underline text
- **Ctrl-I** *italicize* text

Windows Logo Key

Windows Logo Key Combos

- **Alt-Tab**   *quick* Alt-Tab to toggle to previous; *hold* Alt-Tab for selection of previous screens
- **Logo-Tab**   to see all the screens/windows

- **Logo-M**   to **M**inimize all windows (to desktop) *[note: no instant return from Logo-M]*

Snipping Tool *(Windows since 2002!)*

- **Free-form snip**. Draw a free-form shape around an object

- **Rectangular snip.** Drag the cursor around an object to form a rectangle

- **Window snip.** Select a window, such as a browser window or dialog box, that you want to capture

- **Full-screen snip.** Capture the entire screen